LOGIX Hosted PBX

CALL REPORTING

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Revision History

Version	Release Date	Author	Changes
10.2.2018	TBD	Joshua Foshee	First Release

Release Document Storage Location

Logix.com -> Customer Resources
Web link
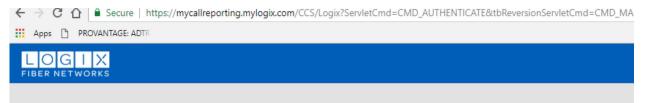
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LOGIX Hosted PBX Call Reporting

Overview

In this guide we will cover the Call Reporting for Logix Hosted PBX. We will go over the Call Reporting portal. There is a video to cover this that you can find on the Logix.com website under Customer Resources. This video will have more information in it and recommend watching that after reviewing this guide.
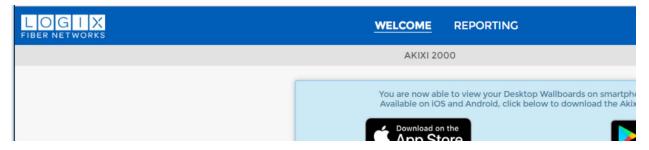
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Going over the Call Reporting Portal

1. You should have got an email with their username and password. This is unique to each customer. If you have not contact customer care to have the email resent. The portal to login to the website for everyone is Https://mycallreporting.mylogix.com. Have the admin log in to this portal.
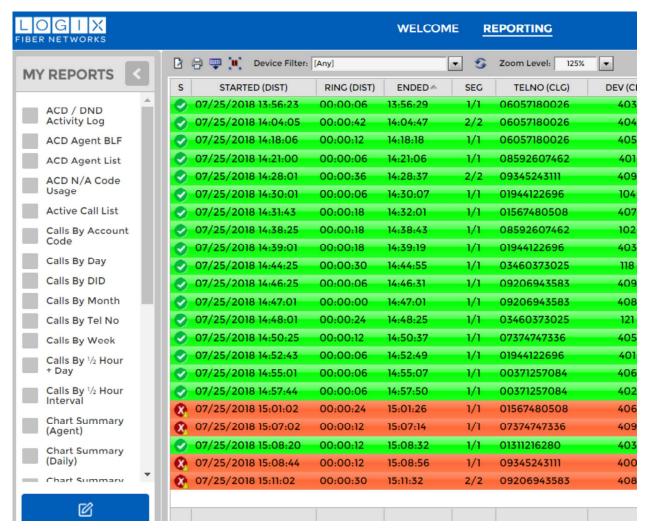
2. Once you login you will select reporting at the top. This will take you to the reports.
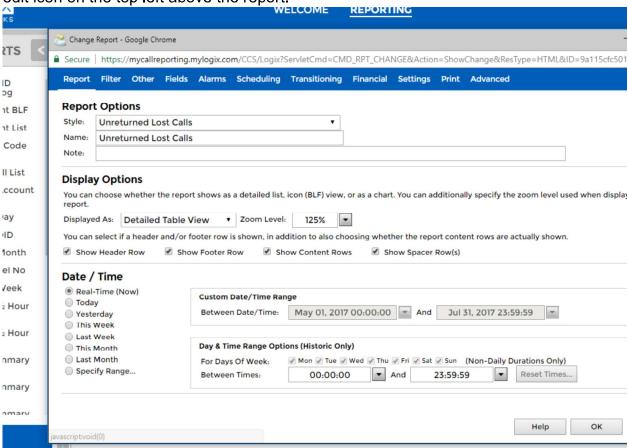
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3. On the left side you will see the canned reports that are created. You can select any of the report on the left to see them.
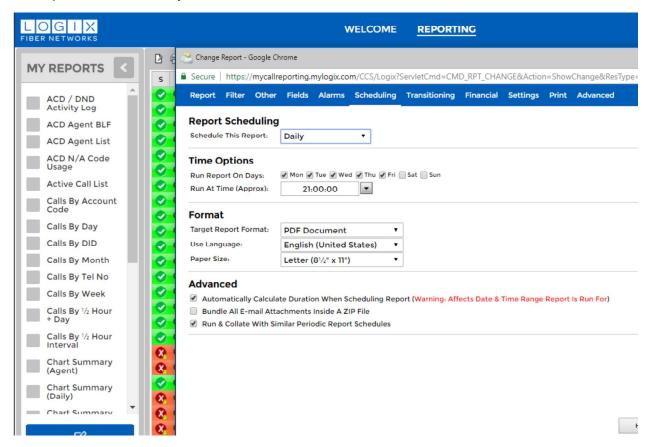
4. Once you have select one you can change anything in the report by select the edit icon on the top left above the report.

5. In here you can filter with a lot of options. You can also go to the fields tab and add any field they want.

6. You can also go to the Scheduling tab and see where you can schedule the report to be sent to your email.

7. The last thing is on the bottom there is a help link. This link will take you to the help page where ever you are in the system. You can use this to find more out about where you are and the options on that report.